

## Questions and Answers Related to the FY 2000 ESH&I Management Plan

The following Questions and Answers are placed in chronological order. Questions and Answers added since this document was last distributed are italicized.

- Q10: The ESH&I System reference table that allows a user to select the Major CAMP Category and subcategory is missing the records for the following two possibilities:*
- \* Health & Safety / Industrial Safety (HS IS)*
  - \* Environmental & Waste Management / Corrective Actions (EM CA)*
- As such, a user cannot select either of these two as the Major CAMP category/subcategory (assuming the CAMP model is used), if necessary. How should this information be recorded?*
- A10: All users of the Infrastructure function of the System should simply note in the first line of their Scoring Comments the appropriate Major CAMP Category and Subcategory data, if the appropriate data is missing and cannot be selected from the reference table. We recognize that this will inhibit the use of the system to sort (index) and filter specifically on these missing CAMP category/ subcategory data. However, noting the data in the Scoring Comments section will capture it for information. Note that this should only effect sites using the CAMP model.*
- Q9: When an ADS's RPM score is derived by converting a CAMP score, where should the "converted" RPM score be recorded? This is especially important with regard to the necessity of generating a single, integrated list of ADSs indexed (ordered) by the risk score.
- A9: Laboratories that intend to use the CAMP risk model to score their infrastructure ADSs and then convert that score to an "RPM equivalent" score should record the actual, numeric CAMP score derived for each ADS in the CAMP/Other Numeric Score field (Field 31) of the ADS form. Any scoring adjustments applied to the CAMP score should be entered in Field 31a of the form. When this data is entered into the appropriate fields in the ESH&I Information System, the System will calculate the total adjusted CAMP score (shown as Tot. Other Score).
- The total adjusted CAMP score can then be converted to an equivalent RPM score. To allow the laboratory to report all ADSs in a priority score order based on the adjusted RPM scores, the "converted" RPM equivalent score should then be entered in the RPM Scoring Adjustments field (Field 30) for Contractor Adjustment to the RPM Score in the ESH&I Information System. The Scoring Comments (Field 35), should reflect all scoring comments associated with the activity scores, including all scoring bases and justifications for RPM scores and adjustments as well as CAMP scores and adjustments, if applicable.
- Q8: Is help available to prepare the laboratory plans and write the narrative summaries.
- A8: It is the responsibility of each laboratory to develop the required data and information. It

is incumbent on each DOE Site/Area/Operations Office to review and verify the consistency and adequacy of budget formulation and risk management information for each laboratory, as well as to coordinate and agree on the work execution commitments proposed by the laboratory.

Q7: Should data be provided for all fields on the ADS?

A7: Generally, data should be provided for all fields on the ADS form. Some fields have been designed for local use by the laboratories and, as such, are usually considered optional data fields. The ADS instructions included in this Guidance will identify if a specific data field is considered optional. Also, some fields should be considered to be required only if specific conditions warrant. These will be self-explanatory. For example, it is not possible to identify the Major Camp Category on an Infrastructure ADS if the CAMP risk model was not used.

Q6: Can I get help installing or updating the ESH&I Management Plan Information System software.

A6: Yes. Software support is provided by EH-72, Technical Information Services (TIS). TIS' ES&H Helpline can be reached concerning questions on the ES&H portion of the software by calling their Helpline at 800-473-4375 or 301-903-8358. You may also contact them by E-mail at [esh-infocenter@eh.doe.gov](mailto:esh-infocenter@eh.doe.gov). Questions regarding the Infrastructure related aspects of the software should be directed to the DOE Site/Area/Operations Office or ER Headquarters.

Q5: Does each laboratory have to define work commitments?

A5: Yes. In accordance with new requirements in the FY 2000 Field Budget Call, each DOE Operations Office (or responsible DOE organization) is being required to submit twice annual information on ES&H Commitments for Work Execution. ER's intent is to extend this requirement to apply to Infrastructure work as well. This information should be provided concurrent with the Integrated ESH&I Budget Formulation summary and data submitted with the budget in April. A second report, the Commitments Affirmation Letter, will be required at the beginning of the FY 1999 execution year in October. This Letter will provide information on each laboratory's success in meeting its FY 1998 Commitments as well as providing the ESH&I Commitments planned for FY 1999. To provide this information, the DOE Site/Area/Operations Office must provide input to the laboratory operating contractors and must agree on the contractor's commitments.

Q4: Is it necessary to allocate ADS costs to functional area for "Infrastructure" ADSs?

A4: No. If an ADS defines an activity that only pertains to Infrastructure and has no ES&H elements or drivers, it is not necessary to allocate costs for the activity to ES&H functional areas.

Q3: How is the Infrastructure feature activated in the ESH&I Information System?

A3: By the System Administrator at the site.

- Q2: Does a "Both" ADS have to specify what percentage of the funds are ESH and what percentage are Infrastructure funds?
- A2: No. It is not necessary to allocate a percentage of the ADS to ES&H and a percentage to Infrastructure. An ADS designated as "Both" is simply considered to be associated with both ES&H and Infrastructure, 100%. As such, all ADSs that are designated either "ESH" or "BOTH" should be completed by indicating an ES&H Functional Area allocation that sums to 100%. Thus, all "ESH" or "BOTH" ADSs should adhere to the Exception Report rule that says the Functional Area allocation must equal 100%. All "ESH" and "Both" ADSs will be included in reporting ES&H data to EH, CR, et al.
- Q1: Can an ADS be both ES&H and Infrastructure?
- A1: Yes. The person creating an Activity Data Sheet(ADS) must determine the "ADS Area." An ADS can be designated as "ESH" (the ADS is only associated with ES&H), "Infrastructure" (the ADS is only associated with Infrastructure), or "Both" (the ADS defines an Infrastructure activity driven in whole or part by ES&H concerns). The default is "ESH."